



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

August 13, 2008

TO: Local and Intermediate School District Superintendents
Public School Academy Administrators

FROM: Carol Wolenberg, Deputy Superintendent *CW*

SUBJECT: Direct Certification of Children in Food Stamp Households for Free
School Meals or Free Milk

The Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265), amended the Richard B. Russell National School Lunch Act to require direct certification. This memorandum provides further details regarding the direct certification information that you received from me in a memo dated June 12, 2008.

The Direct Certification Report will allow Local Educational Agencies (LEAs) to directly certify students who are members of households receiving assistance under the Food Stamp Program as eligible for free school meals or free milk, without further application, based on an electronic data match with the Single Record Student Database (SRSD) and the food stamp eligibility data. In SY 2008-09, the direct certification is required for all LEAs that participate in the National School Lunch Program (NSLP) or Special Milk Program (SMP).

SRSD authorized users, with the Unique Identification Code (UIC) resolver role, can access this report, which can be printed or downloaded as a data set. This file then can be imported into your local student information system and point-of-sale system.

The Direct Certification Report is now available in the SRSD. For more information, access the Center for Educational Performance and Information (CEPI) website at: <http://www.michigan.gov/cepi>, select MEIS Data Services, and then click on Direct Certification Report link. Please review the Direct Certification Report User's Guide prior to accessing the report.

Remember, for School Year 2008-09, direct certification is *required* for all LEAs. For questions, please contact CEPI Customer Support by e-mail: cepi@michigan.gov or by phone at 517-335-0505. Questions regarding the NSLP Direct Certification requirement may be directed to MDE-Directcert@michigan.gov.

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MICHAEL P. FLANAGAN
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PUBLIC INSTRUCTION

August 13, 2008

TO: Nonpublic School Administrators

FROM: Carol Wolenberg, Deputy Superintendent *CW*

SUBJECT: Direct Certification of Children in Food Stamp Households for Free School Meals or Free Milk

The Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265), amended the Richard B. Russell National School Lunch Act to require direct certification. This memorandum provides further details regarding the direct certification information that you received from me in a memo dated June 12, 2008.

The Direct Certification Report will allow Local Educational Agencies (LEAs) to directly certify students who are members of households receiving assistance under the Food Stamp Program as eligible for free school meals or free milk, without further application, based on an electronic data match with the Single Record Student Database (SRSD) and the food stamp eligibility data. In SY 2008-09, the direct certification is required for all LEAs that participate in the National School Lunch Program (NSLP) or Special Milk Program (SMP).

The Direct Certification Report is now available in the SRSD. However, all nonpublic schools participating in the NSLP or SMP must upload student enrollment data to the SRSD before the Direct Certification Report is accessible.

If you have not already uploaded student enrollment data to the SRSD, the Center for Educational Performance and Information (CEPI) has developed a template for nonpublic schools to use to upload student enrollment data to the SRSD. To access the template, go to www.michigan.gov/cepi. Click on MEIS Data Services and then click on Direct Certification Report from the left navigation bar. The template can be found in the section titled Direct Certification Report Help.

The Direct Certification Report will match the student enrollment data that you have uploaded to the SRSD with data from Department of Human Services. Matched students will automatically be certified as eligible for free school meals or free milk. Each LEA must then notify these households that the children, as directly certified, are

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eligible for free benefits, that no further application is necessary, and that the household must notify the school if they do not want free school meal benefits for their children. For more information, please refer to the *Eligibility Guidance for School Meals Manual* at <http://www.fns.usda.gov/cnd/Guidance/default.htm>.

CEPI has provided additional materials on the process, as well as training materials for schools on how to access the Direct Certification Report. These materials are available at http://www.michigan.gov/cepi/0,1607,7-113-986_46967---,00.html.

Questions regarding the technical SRSD computer applications may be directed to CEPI Customer Support by e-mail to cepi@michigan.gov or phone 517-335-0505 and select option "3." Questions regarding the NSLP Direct Certification requirement may be directed to MDE-Directcert@michigan.gov.